



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

1/7/15

Ethel Williams
1919 Agency St
Burlington IA 52601

Dear Ethel,

This letter is in regards to the 2/21/14 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Ethel needs to update her emergency contact numbers posted to reflect her new children in daycare.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Ethel needs to remove items in kitchen on butcher block that state "Keep Out of Reach of Children" and medications next to phone in kitchen and place them in a child inaccessible area.

☐ 110.5(1)d Medicines are inaccessible to children.

Ethel needs to place medications in kitchen by phone in a child inaccessible area.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Ethel needs to show documentation of current physicals for Roger and herself.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need signature and date on form for A.G.(7 mos) Need update for S.R.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Need updated physical for L.H.

- ☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Need updated school-aged health status form for T.S.

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need date on form for A.G.(7 mos), C.G.

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need to have updated signature and date for L.H., T.S. Need date on form for A.G.(7 mos), A.G.(4), A.G.(6)

- ☐ 110.5(9) The provider meets the following requirements:

- ☐ 110.5(9)d If absence is planned, care is provided by a DHS-approved substitute.

This worker observed an adult in the home caring for two daycare children as the provider returned to the home with a third child. The provider will need to have this individual approved as an assistant/substitute care provider. This can be accomplished by contacting the Central Child Care Registration Unit at 1-866-448-4605, completing the necessary request form and having the individual complete their required training.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 2/23/15.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **2/23/15**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling
Social Worker II

MACHELLE PEZLEY
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Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).